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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: Agency Payroll Officers
FROM: Division of Accounting
DATE: May 15, 2003
RE: FY 2004 LDPR Changes

Because the LDPR table reads the Expense Budgets that are maintained in the SAM II Financial System, LDPR cannot be updated with new accounting codes until those Expense Budgets are loaded with FY04 data. Division of Information Services can download the current LDPRs for your agency that are in the HR system. These will be provided at the Agency level in a file or diskette in Access 2000 Database format **at the request of the Agency.**

Agencies can make LDPR changes for FY04 in one of two ways:

- Manually in the online HR system, once the system is available, after the Expense Budget Load process, using an effective date of 6/16/03, **OR**
- Make any expected **changes or additions** for FY04 LDPRs to the file or diskette, and then return to Kristen Eisterhold in Division of Information Services, HST Room 280. Any changes or additions made online after creation of the file or diskette should also be changed or added to the Access file since it was not included upon creation of the file.

All **deletions** will need to be done online by the agencies after the FY04 LDPRs are loaded to HR.

DIS will load the files of updated LDPRs from these diskettes as early as July 1, upon completion of the Expense Budget load. The deadline for submission of the corrected database diskette is Friday, June 27th at Noon. Any diskettes not received on time will need to be keyed manually, by the agency, prior to pay cycle run time on July 7th. Any LDPRs that reject will be forwarded to agencies for manual online corrections.

Financial System downtime does not directly impact the availability of the HR system. However, any ESMT, AGYS, LDPR, or PSMT changes that will require **new** FY04 information will be dependent on the timing of the Expense Budget load into Financial. Agencies that use Reporting Categories in their LDPRs should also ensure that the RPTG table in Financial has been updated **prior to June 30th**. Agencies will be notified by the HR email distribution list when the HR system becomes available. The entry period to process timesheet entry for FY04 is limited. Pay cycle will begin at **6:00 p.m.** on Tuesday, July 8th.

To request your LDPR Access 2000 Database file, please contact Kristen Eisterhold at 573-522-1837 or EisteK@mail.oa.state.mo.us. If you have other questions, please contact Vandee DeVore at 573-522-5863.